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### 1. PURPOSE

The purpose of this regulation is to assure prompt action to protect classified information of the CIG in the event of fire, riot, civilian commotion, natural disaster, state of emergency or war.

### 2. RESPONSIBILITY FOR DETAILED PLANS

It shall be the responsibility of the Chief, Security Division, P & A to prepare the operating plans under the general indications below, to have them ready at all times for immediate implementation in the event of necessity and to coordinate them with existing or proposed plans for the protection of personnel and government property under the conditions mentioned in paragraph 1.

### 3. SCOPE AND CONTENT

The disaster plan for CIG (Washington area) for the protection of classified material shall include the following:

a. Appointment of emergency security officers for each building or area therein, as appropriate, whose duties shall be to supervise the execution of plans which are designed to assure that in the event of sudden developments such as the outbreak of fire or other disturbance outlined in paragraph 1, all classified material, with priority emphasis upon TOP SECRET and SECRET, is made secure in fire proof vaults or <sup>fire resistant</sup> safes, or is removed from the building under secure conditions, or in the face of imminent compromise, is destroyed by burning.

b. A system of alerting the emergency security officers in the event of threatened or actual emergency.

c. The indoctrination of all persons in CIG in the immediate steps to be taken in the safeguarding of material under conditions of emergency, these steps to be coordinated with routine fire or emergency drills designed to protect personnel and government property. Precautions shall include measures to see that visitors

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who may be in a building at the time of emergency are not left unaccompanied and are escorted out of the building as promptly as possible.

d. Arrangements with the District Police for special riot squads in the event that civil commotion in the region of CIG installations presents a diversion possibly intended to facilitate penetration of the installations; arrangements shall include protection of all CIG installations simultaneously, not only those immediately threatened, and shall be designed to prevent unauthorized persons from gaining access to buildings during the period of emergency.

e. Arrangements (to be coordinated through ICAPS) with the Commanding General, Military District of Washington for the prompt provision of Military Police and/or troops in the event that measures provided for under paragraph d are insufficient to provide the necessary protection; arrangements for the inclusion of CIG buildings in the list of critical installations contained in the current Military District of Washington White Plan (MDW-EPP-45, 6 January 1947) and any subsequent revisions,

f. Provision for immediately reporting to the Security Officer any suspicious circumstances or persons connected with the emergency.

g. A continuing plan for the storage of duplicates of vital documents in a secure place outside the Washington area.

h. A plan for provision of blackout equipment for all CIG buildings, to be available at all times for immediate use.

i. A plan for procuring emergency power and light generating equipment for possible use in maintaining communications and other vital services.

#### 4. EMERGENCY INVESTIGATION AND REPORT

The emergency security officer, or other officer designated by him in the emergency for the purpose, shall, immediately upon the sounding of an alarm or alert as provided in paragraph 3 b above, proceed immediately

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to the place of the emergency and conduct an investigation or inquiry into the cause of the emergency. He shall at the earliest possible moment report to the Deputy Director, through the Executive for Personnel and Administration (or directly, as circumstances warrant) as to the cause of the emergency (natural causes, negligence, or deliberate actions by persons known or unknown). The report shall indicate the probable scope and duration of the emergency and recommend special security precautions to be taken.

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MEMORANDUM TO:

Executive for P & A

Subject:

Disaster Plan for CIG, Washington Protection of Classified Information.

1. Pursuant to your request that a policy directive be prepared, making overall provisions for a CIG disaster plan, the Security Branch of OGD has prepared the enclosed draft (Tab A) suitable for use as a regulation or CIG Administrative Order. It announces the principal policy provisions, and assigns responsibility for preparing the necessary operating procedure and implementing plans.

2. This plan should be integrated with plans, existing or projected, for the protection of personnel and property in emergencies. It is preferable, for the protection of classified information to be the responsibility of specially designated persons whose functions could be coordinated with those of building fire marshals responsible for the safety of personnel. The protection of classified information would embody risk of life.

"Signed"

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Encl: Tab A

C. E. OLSEN  
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